

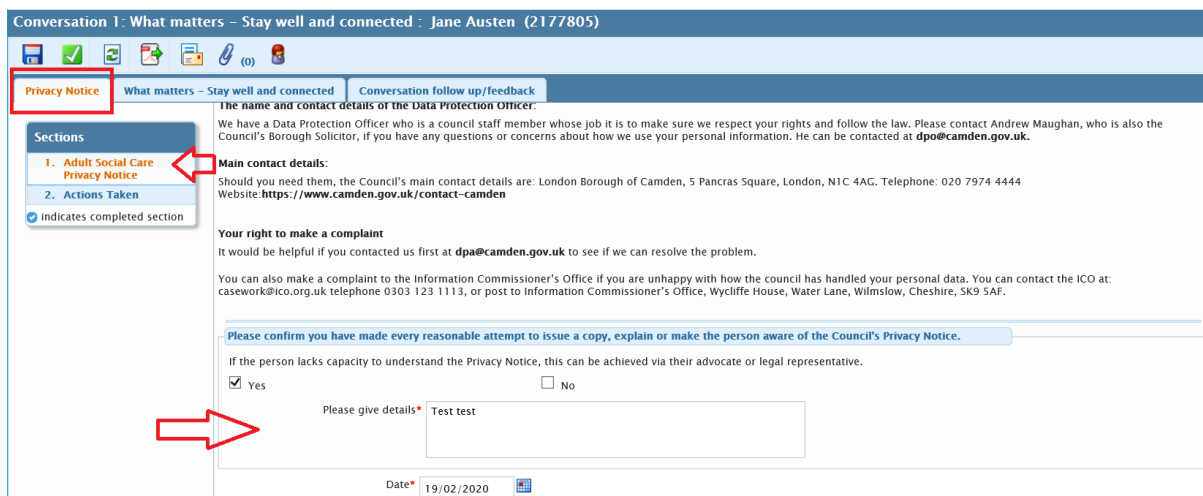
Adults Privacy Notice Guidance

The Privacy Notice shows people the information collected about them, how we may share their information, how long we keep their information, and their rights.

This form is found in your Mosaic workflow, at the likely first points of contact- such as Conversation 1, Safeguarding Adults– Initial Enquiry, Carer Conversation and Request for CLDS Health Intervention.

Please note, there are three versions of the Privacy Notice on Camden Care Choices: a longer (full) version which shows all the statutory duties, a shorter version that says the basics and the easy read version. All three can be found here: <https://camdencarechoices.camden.gov.uk/care-and-support-rights/adult-social-care-privacy-notice/>

- It is a mandatory form within the workflow step, and details the whole Privacy Notice in this section.
- You are required to ensure the Privacy Notice details have been explained to the person or advocate if possible, and confirm this either way at the bottom of the form:



The screenshot shows a workflow form titled 'Conversation 1: What matters – Stay well and connected : Jane Austen (2177805)'. The 'Privacy Notice' section is highlighted with a red box. The form content includes:

- Sections:**
 - 1. Adult Social Care Privacy Notice (highlighted with a red arrow)
 - 2. Actions Taken
- The name and contact details of the Data Protection Officer:**

We have a Data Protection Officer who is a council staff member whose job it is to make sure we respect your rights and follow the law. Please contact Andrew Maughan, who is also the Council's Borough Solicitor, if you have any questions or concerns about how we use your personal information. He can be contacted at dpa@camden.gov.uk.
- Main contact details:**

Should you need them, the Council's main contact details are: London Borough of Camden, 5 Pancras Square, London, N1C 4AG. Telephone: 020 7974 4444
Website: <https://www.camden.gov.uk/contact-camden>
- Your right to make a complaint**

It would be helpful if you contacted us first at dpa@camden.gov.uk to see if we can resolve the problem.

You can also make a complaint to the Information Commissioner's Office if you are unhappy with how the council has handled your personal data. You can contact the ICO at: casework@ico.org.uk telephone 0303 123 1113, or post to Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.
- Please confirm you have made every reasonable attempt to issue a copy, explain or make the person aware of the Council's Privacy Notice.**

If the person lacks capacity to understand the Privacy Notice, this can be achieved via their advocate or legal representative.

Yes No

Please give details*
- Date***

- Select 'Yes' or 'No', give details, and put the date in this information was provided etc.
- If a Privacy Notice form in a workflow step has been completed previously for a person with a 'Yes', then the details entered by the previous practitioner will have copied through here, so the form does not need to be completed again/ you do not need to provide the Privacy Notice details to the person again.